

**TERMS & CONDITIONS**  
**NJSNA Conference Exhibit Space Agreement**


**Booth Construction and Show Services:**

Standard booths are limited to 8 ft. back drape and 3 ft. high side drape. All booths are 8' x 10'. All parts of all exhibits must be contained within exhibitor's assigned space boundaries. Aisle space is under the control of NJSNA. Booth decorations, additional furniture and drayage are available to the exhibitor through the Decorator, Vista Convention Services, who will be directly paid by the exhibitor. Vista Convention Services will email out a Decorator Packet to each exhibitor prior to the show. Electric will be provided through Harrah's Waterfront Conference Center. NJSNA is not responsible for any service provided by independent Contractors.

cancellation policy. Limited to standard booths only, premium booths may not be used for half booths.

**Use of Space:** There will be one exhibitor per booth except in the case of half booths – see above. Exhibitors are not permitted to sublet or divide space or display any items of any non-exhibitor. Distributing of advertising is limited to the booth assigned to the exhibitor. The back of the booth must not exceed the height of the exhibit back drape.

**Limitation of Liability:** It is agreed that the exhibitors will assume responsibility for any damage to Harrah's Waterfront Conference Center property by their exhibits. The exhibitors further agree to make no claims for any reason whatsoever, including negligence, against the New Jersey School Nutrition Association, Vista Convention Services or Harrah's Waterfront Conference Center for loss, theft or damage or removal of exhibit, nor for any injury to himself or employees while exhibits are in progress, being set up or dismantled, nor for any action of any nature of the New Jersey School Nutrition Association and Harrah's Waterfront Conference Center which may render any exhibit area unusable nor for failure to hold the Annual Meeting scheduled. Organizer makes no warranties regarding the number of persons who will attend this event. Organizer shall be entitled to recover reasonable attorneys' fees and costs in any action to enforce this Agreement.



**Assignment of Space:** Once you have submitted your application/contract, please be ready with your booth preferences as HQ staff will email you to assign the space. An application/contract with payment will secure your preferred space. For an application/contract without payment, a temporary hold will be made for five (5) business days. If payment is not received before the close of business on the fifth business day, the space will be released. Once space has been assigned, no changes will be made unless under extreme circumstances. NJSNA reserves the right to alter the official floor plan, and/or re-assign any exhibitor's location as deemed advisable up to the opening of the show.

**\*\*Note: Assignment of space is made on a "first come, first served, as paid basis" by date.\*\***

**Half Booths:** With permission from the Executive Director, brokers who represent manufacturers who are **corporate members** may pay for a half booth. The half booth rate is \$700. To ensure a half booth, the broker must arrange for the other half of the booth to be purchased. If there is no such arrangement, the half booth will not be allowed to exhibit and will be subject to the

**Broker:** NJSNA does not offer broker booths.

**General Show Policy:** As a matter of general policy, NJSNA reserves the right to restrict exhibits which, because of the noise, method of operation, materials, safety or any other reason become objectionable, and prohibit or evict any exhibit which in the Board's opinion may detract from the general character of any

exhibit as a whole. This policy includes persons, things, conduct, printed matter or anything of a character which is determined to be objectionable to the exhibit. In the event of such restrictions or eviction, NJSNA is NOT LIABLE for any refunds of rentals or other exhibit expense, for a liability loss or prestige to the company, business volume loss, expense of personnel at the conference and so forth.



**Badges:** Admission will be by NJSNA badge only. Badge must be worn for entire length of show. Two (2) complimentary badges will be issued to each booth/half booth. If additional badges are required, the fee for each badge is \$25. Please limit it to four badges per booth. Changes to badges can be submitted to NJSNA up until October 25, 2026. After that date, onsite reprints will be \$25 per badge -- must be paid onsite at that time. Out of respect for other exhibitors, please limit your attendees to representatives from your company. NJSNA policy prohibits attendance at the exhibits by any non-exhibiting industry representatives.

**Exhibit Break Down:** No exhibitor may begin dismantling his exhibit or pack or remove articles on exhibit until AFTER the closing hour of the exhibits. This practice is disruptive to other exhibitors, discourages full participation by our Food Service Directors and is considered to be rude.

**Application Approval:** Upon acceptance of the booth application/ contract herein provided by the New Jersey School Nutrition Association and receipt of payment by NJSNA, there shall be a legally binding contract between the Exhibitor and the New Jersey School Nutrition Association. It shall be understood by both parties that the exhibitor agrees upon the terms and conditions of exhibiting stated herein. The authorized Exhibitor must sign the application/contract.

**Carpeting:** The ballroom where the exhibit show is being held is fully carpeted.

**Cancellation Policy:** There will be a \$100 processing fee for all refund requests for cancelled booths submitted in writing on or before October 21, 2026. After that date, NJSNA will not give refunds for booth cancellations, including half booths which have no exhibitor to fill the other half.



**Payments:** Payment in full must be received fourteen (14) days prior to the show. If payment is not received fourteen (14) days prior, October 21, 2026, you will be notified, and your registration will be canceled.

**Electrical Requirements:** Electric must be ordered through the Decorator, Vista Convention Services. The order forms are included in a separate packet.

**Kitchen Access Requirements:** Kitchen Access must be requested on the booth application.

**Registration:** Badges and meal ticket(s) will be available for pick up at the Exhibitor Registration booth, located outside of the exhibit hall.

**Insurance:** Exhibitor agrees to provide a certificate of insurance naming NJSNA as an additional insured on their policy, effective through November 30, 2026, when submitting the booth application/contract. This must be received by October 21, 2026 or exhibitor will be subject to cancellation.